



360 Main St. • Delta, Colorado 81416 • Phone (970) 874-7566 • Fax (970) 874-8776

A G E N D A

**Delta City Council
Work Session**

**September 17, 2013
5:30 p.m.**

A. Budget

- **Police Department**
- **Parks Department**
- **Internal Services**

2014 Delta Police Department Budget

Reduction of criminal activity as it affects the quality of life is our mission, and it will continue to be as long as crime deprives citizens of their right to feel safe in their home.

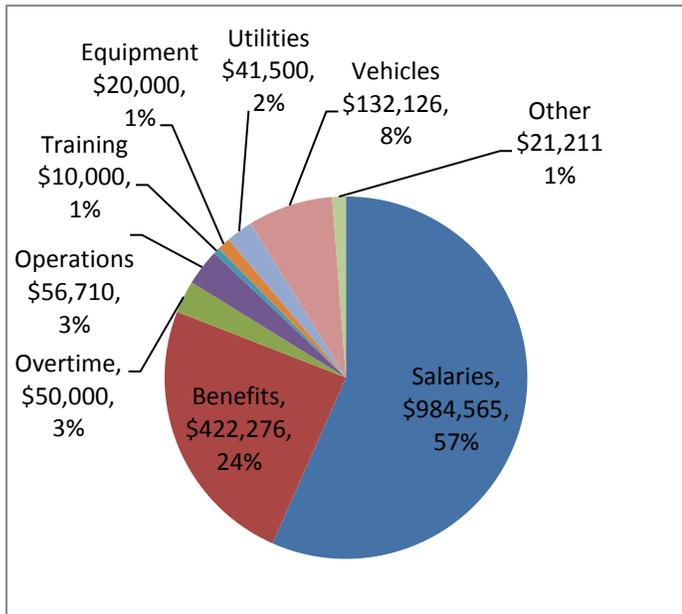
2013 Highlights

- Decrease in calls for service
- Decrease in law incidents
- Decrease employment separations
- Decrease traffic citations

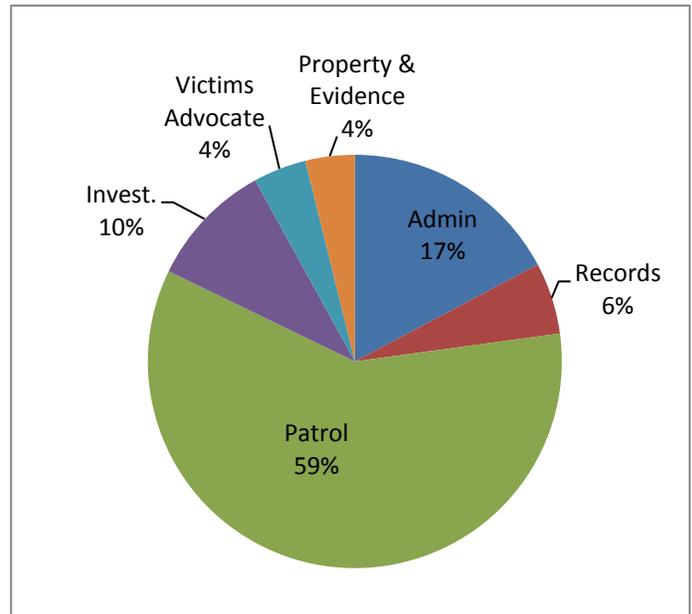
2014 Highlights

- Reduce traffic accidents
- Increase traffic related citations
- Eliminate one patrol officer position
- Public awareness regarding thefts

\$1,738,388 Expense Breakdown



Staff Breakdown by Service Area



Key Indicators:

	2013
Customer Satisfaction with the effectiveness of the Delta Police Department	63.42%
Customer Satisfaction with the ability to maintain a safe community	65.90%
Overall Customer satisfaction of police services	62.06%
Amount of staff time spent on patrol	Data in collection
Citations Issued per hour spent on patrol	Data in collection

**General Fund - 02
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
20 - Police				
12100	Salaries	1,067,653	969,342	969,342
12200	Part-Time Salaries	15,223	15,223	15,223
12300	Other Compensation	7,665	0	0
12600	Cell Phone Stipend	1,120	1,120	1,120
13100	Overtime	50,000	50,000	50,000
14100	Social Security & Medicare	24,025	22,488	22,938
14200	Pension Contributions	100,917	91,086	92,908
15100	Group Insurance	260,830	260,830	260,830
15300	Worker's Compensation	25,710	25,710	26,481
15700	PD State Disability	24,718	22,162	22,162
	Subtotal Personnel	<u>1,577,861</u>	<u>1,457,961</u>	<u>1,461,004</u>
22100	Operating Materials & Supplies	38,775	38,500	38,000
22800	Uniforms & Protective Clothing	10,700	10,000	10,000
31100	Liability Insurance	19,283	19,283	19,283
31300	Maintenance Agreement	13,450	13,500	13,500
31600	Professional Services	2,145	1,500	1,500
32200	Advertising & Legal Notices	1,449	200	200
33100	Travel, Education & Training	10,000	10,000	10,000
33600	Dues, Memberships & Subscriptions	1,545	1,000	1,000
34100	Telephone	11,500	11,500	11,500
34200	Natural Gas	1,232	1,232	1,232
34300	Electricity	6,050	6,050	6,050
34400	Trash Collections	650	650	650
34500	Water Service	200	200	200
34600	Sewer Service	360	360	360
35100	Vehicle & Equipment Usage	67,935	67,935	67,935
35200	Future Vehicle & Eq. Replacement	74,000	64,191	64,191
35300	Repairs & Maintenance	1,500	2,500	2,500
36500	Medical Services	2,500	2,500	2,500
38500	IT	883	890	890
38710	Other Expenses			
38715	Task Force	5,000	5,000	5,000
38721	Asset Forfeitures	1,561		
38731	Delta County	10,000		
38770	Crime Prevention	530	530	530
38771	SWAT		1,000	1,000
38775	Juvenile Diversion	8,565	9,681	9,681
38776	Rental	2,225	2,225	2,225
	Subtotal Charges & Services	<u>292,038</u>	<u>270,427</u>	<u>269,927</u>

**General Fund - 02
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
46200	Equipment	7,500	10,000	
	Subtotal Capital Outlay	7,500	10,000	0
	Total - Police	<u>1,877,399</u>	<u>1,738,388</u>	<u>1,730,931</u>
44 - Animal Control				
12100	Salaries			
12200	Part-Time Salaries	19,479	19,479	19,479
14100	Social Security & Medicare	1,490	1,490	1,490
15300	Worker's Compensation	558	558	575
	Subtotal Personnel	21,527	21,527	21,544
22100	Operating Materials & Supplies	1,000	1,000	1,000
31100	Liability Insurance	4,220	4,220	4,220
31600	Professional Services	10,000	10,000	10,000
31605	Spay/Neuter			
33100	Travel, Education & Training	33	1,000	1,000
33600	Dues, Memberships & Subscriptions	80	150	150
34100	Telephone	1,500	1,500	1,500
34200	Natural Gas	3,136	3,136	3,136
34300	Electricity	660	660	660
34400	Trash Collections	200	200	200
34500	Water Service	100	100	100
34600	Sewer Service	300	300	300
35100	Vehicle & Equipment Usage	3,000	3,000	3,000
35200	Future Vehicle & Eq. Replacement	2,700	1,138	1,138
35300	Repairs & Maintenance	500	1,000	500
38500	IT	50	50	50
38710	Other Expenses		150	150
	Subtotal Charges & Services	27,479	27,604	27,104
	Total - Animal Control	<u>49,006</u>	<u>49,131</u>	<u>48,648</u>

Parks Department Budget

Summary:

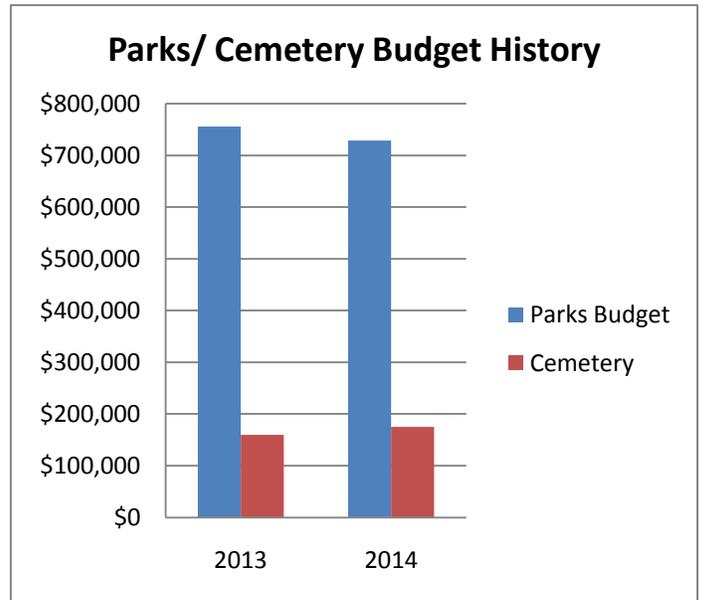
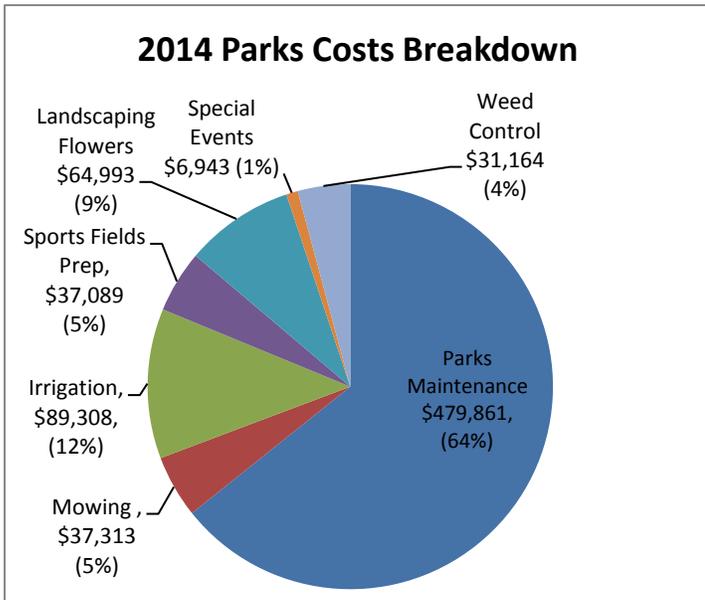
City of Delta Parks Department covers all City Parks, Ball fields, Pavilions, Weed control Cemetery and the Horse Country Arena. Parks Dept. projects a relatively flat budget; the only increase involves Equipment and Utilities line items and Truck Route projects:

2013 Project Highlights:

- Planning, design and rebuilds for Truck Route
- Summer and Special events Maintenance
- Recreation Center grounds work to accommodate Recreation Center expansion
- Working on replanting grass at Dog Park, and H38 Rd. Landscape

2014 project Highlights:

- Improvements South 50 Median and Flower bed
- Grounds improvements to Truck Route North Welcome, changing North side and adding to South side of Gunnison River Drive
- Median at Palmer and Confluence Drive, Approximately 8,000 square feet
- Visitors Center project
- Handi-capped ramp assessment at Confluence Lake



Key Indicators:

	2014
Maintenance dollars per acre of park land	Bench Mark Being Established
Satisfaction Quality of Sports Fields	76.1%
Satisfaction with Flowers Program	97.5%

**Conservation Trust Fund - 15
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
24 - Parks Tree Program				
43200	Improvements other than Buildings	1,500	9,000	9,000
	Total: Parks Tree Program	1,500	9,000	9,000
25 -Mountain View Park				
43200	Improvements other than Buildings	2,500	1,000	500
	Total: Mountain View Park	2,500	1,000	500
27 -Cleland Park				
43200	Improvements other than Buildings	10,000	10,000	15,000
	Total: Cleland Park	10,000	10,000	15,000
29 -Confluence Park				
43200	Improvements other than Buildings	9,000	2,500	2,500
	Total: Confluence Park	9,000	2,500	2,500
30 - Tamarac Park				
43200	Improvements other than Buildings		2,500	250
	Total: Tamarac Park	0	2,500	250
31 -Horse Arena				
43200	Improvements other than Buildings	3,000	1,500	1,000
	Total: Horse Arena	3,000	1,500	1,000
32 -Cottonwood Park				
43200	Improvements other than Buildings	1,500	1,500	1,500
	Total: Cottonwood Park	1,500	1,500	1,500
33 - H-38 Road				
43200	Improvements other than Buildings	8,000		
	Total: H-38 Road	8,000	0	0
60 - Parks Development				
43200	Improvements other than Buildings	1,500	19,000	5,000
	Total: Parks Development	1,500	19,000	5,000
62 - Vistor Center Development				
43200	Improvements other than Buildings	49,000	20,000	2,500
	Total: Vistor Center Development	49,000	20,000	2,500
65 - River Property				
43200	Improvements other than Buildings	12,000	12,000	16,500
	Total: River Property	12,000	12,000	16,500
67 - Garnet Mesa Ditch				
43200	Improvements other than Buildings	3,500	4,000	10,000
	Total: Garnet Mesa Ditch	3,500	4,000	10,000
Total Conservation Trust Fund		101,500	83,000	63,750

**General Fund - 02
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
47 - Cemetery				
12100	Salaries	48,860	48,860	48,860
12200	Part - Time Salaries	12,120	12,120	12,120
12600	Cell Phone Stipend	320	320	320
14100	Social Security & Medicare	4,689	4,689	4,689
14200	Pension Contributions	2,443	2,443	2,443
15100	Group Insurance	14,409	14,409	14,409
15300	Worker's Compensation	2,589	2,589	2,667
	Subtotal Personnel	<u>85,430</u>	<u>85,430</u>	<u>85,508</u>
22100	Operating Materials & Supplies	6,000	6,500	6,500
22200	Chemicals & Lab Supplies	4,200	4,200	4,200
31100	Liability Insurance	480	480	480
31300	Maintenance Agreement	150	150	150
31350	Tree & Landscaping	353	2,500	1,500
31600	Professional Services	437	1,000	500
33100	Travel, Education & Training			275
34300	Electricity	2,250	2,750	3,000
34400	Trash Collections	330	350	350
34500	Water Service	38,000	45,350	49,500
34600	Sewer Service	300	325	350
35100	Vehicle & Equipment Usage	12,560	12,560	12,560
35200	Future Vehicle & Eq. Replacement	9,420	9,613	9,613
36500	Medical Expenses	55	175	300
38710	Other Expenses		250	750
	Subtotal Charges & Services	<u>74,535</u>	<u>86,203</u>	<u>90,028</u>
	Total - Cemetery	<u><u>159,965</u></u>	<u><u>171,633</u></u>	<u><u>175,536</u></u>

**General Fund - 02
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
60 - Parks				
12100	Salaries	242,528	242,528	242,528
12200	Part - Time Salaries	101,000	101,000	101,000
12300	Other Compensation		23,400	23,400
12600	Cell Phone Stipend	2,240	2,240	2,240
14100	Social Security & Medicare	26,451	28,241	28,241
14200	Pension Contributions	12,126	12,126	12,126
15100	Group Insurance	58,580	58,580	58,580
15300	Worker's Compensation	10,978	10,978	11,307
15400	Unemployment	10,000	10,000	10,000
	Subtotal Personnel	<u>463,904</u>	<u>489,094</u>	<u>489,423</u>
22100	Operating Materials & Supplies	38,000	20,000	20,000
22200	Chemicals & Lab Supplies	19,500	20,000	25,000
31100	Liability Insurance	4,649	4,649	4,649
31350	Tree & Landscaping	12,000	10,000	14,000
31600	Professional Services	8,500	8,500	10,000
32200	Advertising & Legal Notices	60	150	200
33100	Travel, Education & Training	370	750	1,000
33600	Dues, Memberships & Subscriptions	62	200	200
34100	Telephone	1,500	1,750	1,750
34200	Natural Gas	3,500	3,750	3,750
34300	Electricity	17,500	17,700	17,700
34400	Trash Collections	6,500	6,750	6,750
34500	Water Service	42,000	51,450	56,595
34600	Sewer Service	1,200	1,275	1,400
35100	Vehicle & Equipment Usage	56,780	56,780	56,780
35200	Future Vehicle & Eq. Replacement	33,944	39,565	39,565
35300	Repairs & Maintenance	2,400	7,000	8,000
36500	Medical Expenses	1,000	1,000	1,000
38500	IT	150	150	150
38710	Other Expenses	750	1,000	1,000
	Subtotal Charges & Services	<u>250,365</u>	<u>252,419</u>	<u>269,489</u>
42100	Improvements Other Than Buildings		2,500	2,500
46200	Equipment	1,680	2,500	2,500
	Subtotal Capital Outlay	<u>1,680</u>	<u>5,000</u>	<u>5,000</u>
	Total - Parks	<u><u>715,949</u></u>	<u><u>746,513</u></u>	<u><u>763,912</u></u>

**General Fund - 02
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
64 - Horse Arena				
22100	Operating Materials & Supplies	250	500	500
34300	Electricity	250	225	250
34500	Water Service	525	525	550
34600	Sewer Service	275	275	300
35100	Vehicle & Equipment Usage	2,700	2,700	2,700
35200	Future Vehicle & Eq. Replacement	3,993	2,171	2,171
	Subtotal Charges & Services	<u>7,993</u>	<u>6,396</u>	<u>6,471</u>
	Total - Horse Arena	<u><u>7,993</u></u>	<u><u>6,396</u></u>	<u><u>6,471</u></u>
65 - Visitor Center				
22100	Operating Materials & Supplies		500	1,000
34300	Electricity		750	1,500
34400	Trash Collections			126
34500	Water Service			168
34600	Sewer Service			200
31600	Professional Services			
	Subtotal Charges & Services	<u>0</u>	<u>1,250</u>	<u>2,994</u>
42100	Improvements Other Than Buildings			
	Subtotal Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>
	Total - Visitor Center	<u><u>0</u></u>	<u><u>1,250</u></u>	<u><u>2,994</u></u>
76 - Culture				
12100	Part-Time Salaries	12,014	12,014	12,014
14100	Social Security & Medicare	919	919	919
15300	Worker's Compensation	223	223	230
	Subtotal Personnel	<u>13,156</u>	<u>13,156</u>	<u>13,163</u>
22100	Operating Materials & Supplies	500	500	500
31100	Liability Insurance	8,857	8,857	8,857
33600	Dues, Memberships & Subscriptions	50	50	50
34100	Telephone	1,100		
34300	Electricity	275	275	275
38500	IT	260	260	260
38716	Performing Arts		1,000	
38870	Cost of Sales		500	500
	Subtotal Charges & Services	<u>11,042</u>	<u>11,442</u>	<u>10,442</u>
	Total - Culture	<u><u>24,198</u></u>	<u><u>24,598</u></u>	<u><u>23,605</u></u>

2014 INTERNAL SERVICE

Summary:

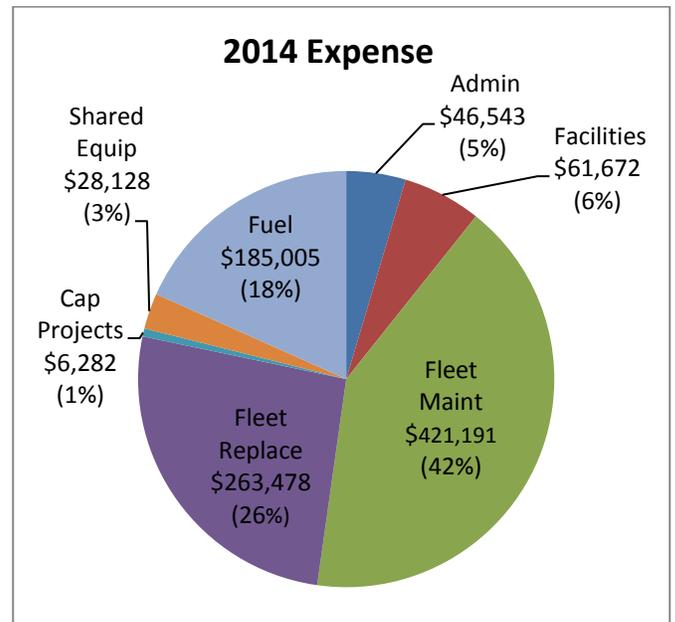
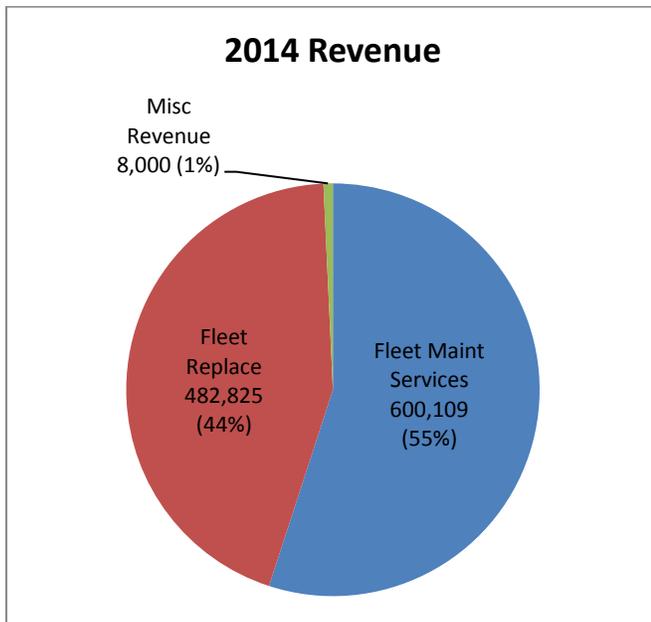
Internal service provides services such as purchasing, selling of city assets, maintenance and repair for all city owned equipment and vehicles. Facilities Department is still new but is working to maintain our current Facilities at an acceptable level while starting to develop a long range plan for all of the City facilities.

2013 Highlights:

- Replacement of \$480,000 of fleet equipment
- Purchasing equipment from Golf Course as it comes off lease
- Replaced golf cart fleet with gas models (owned not leased)
- Remodel Conference room at City Hall
- Start up of utilizing the State of Colorado Travel Management program for travel, vehicle rental and fuel purchasing

2014 Highlights:

- Replace \$243,000 of fleet equipment
- More long range assessments and planning of City facilities
- Payoff the last Golf Course equipment lease and bring in all golf equipment into the Internal Service



Key Indicators:

	2013
Maintenance Cost per mile	Benchmark being established
Percentage of retired vehicles exceeding expected life	Benchmark being established
Average annual savings on fuel	13,000-17,000 per year
Average savings on self performed maintenance	Benchmark being established
Customer service satisfaction	Benchmark being established

**Internal Service Fund - 71
Expenditures**

Account #	Expenditure By Department	2013 Estimated	2014 Budget	2015 Estimated
62 - Service Facility				
12100	Regular Salaries	226,910	199,763	199,763
12600	Cell Phone Stipend	280	280	280
13100	Overtime	1,040	400	400
14100	Social Security	17,460	15,334	15,334
14200	Pension Contribution	11,346	9,988	9,988
15100	Group Insurance	36,760	36,760	36,760
15300	Worker's Compensation	3,277	3,277	3,277
	Subtotal Personnel Services	<u>297,073</u>	<u>265,803</u>	<u>265,802</u>
22100	Operating Materials & Supplies	28,000	28,000	28,000
22800	Uniforms & Protective Clothing	221	230	230
25100	Gas & Diesel	160,000	175,000	175,000
25300	Oil & Lubricants	9,000	8,920	8,920
25400	Tires,Batteries, & Accessories	15,000	25,400	25,400
31100	Liability Insurance	1,656	1,656	1,656
33100	Travel,Education & Training	944	1,000	1,000
33600	Dues,Memberships & Subscriptions	4,000	4,000	4,000
34100	Telephone	1,780	1,800	1,800
34200	Natural Gas	4,600	4,680	4,680
34300	Electricity	11,000	11,000	11,000
34400	Trash Collection	310	310	310
34500	Water Service	125	125	125
34600	Sewer Service	550	497	497
35100	Vehicle Equipment Use & Maint.	25,000	25,000	25,000
35200	Future Vehicle & Eq. Replacement	21,000	21,000	21,000
35310	Fleet Maintenance	100,000	125,000	125,000
38500	IT	50	50	50
38525	IT Supplies	500	500	500
38710	Other Expenses	335	500	500
	Subtotal Charges & Services	<u>384,071</u>	<u>434,668</u>	<u>434,668</u>
42100	Buildings & Improvements		3,500	3,500
	Subtotal Capital Outlay	<u>0</u>	<u>3,500</u>	<u>3,500</u>
	Total: Service Facility	<u><u>681,144</u></u>	<u><u>703,971</u></u>	<u><u>703,970</u></u>

**Internal Service Fund - 71
Expenditures**

<u>Account #</u>	<u>Expenditure By Department</u>	<u>2013 Estimated</u>	<u>2014 Budget</u>	<u>2015 Estimated</u>
65 - Administration & General				
31100	Liability Insurance	22,727	22,727	22,727
31410	Accounting & Administration Fee	38,000	38,000	38,000
38710	Other Expenses	100	1,500	1,500
38720	Insurance Deductible	1,500	2,500	2,500
	Subtotal Charges & Services	<u>62,327</u>	<u>64,727</u>	<u>64,727</u>
	Total: Administration & General	<u><u>62,327</u></u>	<u><u>64,727</u></u>	<u><u>64,727</u></u>
 70 - Capital Equipment Replacement				
46100	Office Equipment			
46200	Equipment	299,890	74,000	74,000
46300	Vehicles	179,814	169,000	169,000
	Subtotal Capital Outlay	<u>479,704</u>	<u>243,000</u>	<u>243,000</u>
	Total: Capital Equipment Replacement	<u><u>479,704</u></u>	<u><u>243,000</u></u>	<u><u>243,000</u></u>
Total: Internal Service Fund		<u><u>1,223,175</u></u>	<u><u>1,011,698</u></u>	<u><u>1,011,697</u></u>